

SCOPE OF WORK

Scope of Work (SOW)		
Quarter	Proposed Activities	Actual Activities
1st Quarter <i>July 1 – Sept. 30</i>	1. Will provide 240 hours (20 hours per week) of job training classes to 150 participants. 100 (66%) will be employed after their training is complete. 2. 3.	1. Leave blank. 2. 3.
2nd Quarter <i>Oct. 1 – Dec. 31</i>	1. Will provide 240 hours (20 hours per week) of job training classes to 150 participants. 100 (66%) will be employed after their training is complete. 2. 3.	1. Leave blank. 2. 3.
3rd Quarter <i>Jan. 1 – Mar. 31</i>	1. Will provide 240 hours (20 hours per week) of job training classes to 150 participants. 100 (66%) will be employed after their training is complete. 2. 3.	1. Leave blank. 2. 3.
4th Quarter <i>Apr. 1 – June 30</i>	1. Will provide 240 hours (20 hours per week) of job training classes to 150 participants. 100 (66%) will be employed after their training is complete. 2. 3.	1. Leave blank. 2. 3.
EVALUATION METHODS		
Participants will submit copies of their W2 forms to verify employment.		

AGENCY BUDGET

Budget-to-Actual (BTA) – Cash Basis						
AGENCY NAME:	Fiscal Year	Q1	Q2	Q3	Q4	Total
Keep Downtown Beautiful (KDTB)	July 1 - June 30 <i>Budget</i>	July 1 - Sept. 30 <i>Actual</i>	Oct. 1 - Dec. 31 <i>Actual</i>	Jan. 1 - Mar. 31 <i>Actual</i>	Apr. 1 - June 30 <i>Actual*</i>	July 1 - June 30 <i>Actual</i>
REVENUES						
P** City of Durham – FY10 NCA Grant*	\$20,000.00					\$0.00
P County of Durham	\$10,000.00					\$0.00
C State of North Carolina	\$5,000.00					\$0.00
						\$0.00
C Z. Smith Reynolds Foundation	\$10,000.00					\$0.00
C J.R. Dodge Foundation	\$5,000.00					\$0.00
C John L. Knight Foundation	\$2,500.00					\$0.00
						\$0.00
P Downtown Durham, Inc.	\$20,000.00					\$0.00
C Bank of America	\$5,000.00					\$0.00
C WRAL	\$5,000.00					\$0.00
C Sony	\$2,500.00					\$0.00
						\$0.00
P Program Revenues	\$5,000.00					\$0.00
						\$0.00
P Donations	\$5,000.00					\$0.00
						\$0.00
						\$0.00
						\$0.00
Total Revenue	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURES						
Personnel (salary, benefits, etc.)	\$45,000.00					\$0.00
Operating (supplies, rent, utilities, etc.)	\$45,000.00					\$0.00
Capital (one-time purchases over \$5,000)	\$5,000.00					\$0.00
Total Expenditures	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUMMARY						
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* Show the projected final payment amount in Q4, even though the payment won't be made until late July.

** Insert "P" for a Pending Request or "C" for a Confirmed Request.

PROGRAM BUDGET 1

Budget-to-Actual (BTA) – Cash Basis							
PROGRAM NAME:		Fiscal Year	Q1	Q2	Q3	Q4	Total
Paintings for the People (P4TP)		July 1 - June 30 Budget	July 1 - Sept. 30 Actual	Oct. 1 - Dec. 31 Actual	Jan. 1 - Mar. 31 Actual	Apr. 1 - June 30 Actual*	July 1 - June 30 Actual
REVENUES							
P**	City of Durham – FY10 NCA Grant*	\$20,000.00					\$0.00
P	County of Durham	\$1,000.00					\$0.00
							\$0.00
P	Downtown Durham, Inc.	\$20,000.00					\$0.00
C	WRAL	\$4,000.00					\$0.00
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* Show the projected final payment amount in Q4, even though the payment won't be made until late July.

**** Insert “P” for a Pending Request or “C” for a Confirmed Request.**

LIST OF CITY-FUNDED EXPENDITURES

List of City-Funded Expenditures (LCFE) – Cash Basis						
Proposed Expenditures			Amount	Actual Expenditures		Amount
FY10 NCA Grant			\$20,000			\$20,000
Contract Payment			\$8,000	Contract Payment		
Personnel:	P4TP – Goes towards the portion of the Exec. Dir.'s time dedicated to this program.		\$3,000	Personnel:		
Operating:	P4TP – Goes towards painting supplies (paint, brushes, smocks, tarps, trays, etc.)		\$4,500	Operating:		
Capital:			\$0	Capital:		
Total Expenditures			\$7,500	Total Expenditures		\$0
Fund Balance			\$500	Fund Balance		\$0
H1 Payment			\$8,000	H1 Payment		
Personnel:	P4TP – Goes towards the portion of the Exec. Dir.'s time dedicated to this program.		\$3,000	Personnel:		
Operating:	P4TP – Goes towards painting supplies (paint, brushes, smocks, tarps, trays, etc.)		\$4,500	Operating:		
Capital:			\$0	Capital:		
Total Expenditures			\$7,500	Total Expenditures		\$0
Fund Balance			\$1,000	Fund Balance		\$0
H2 Payment*			\$4,000	H2 Payment*		
Personnel:			\$0	Personnel:		
Operating:	P4TP – Goes towards painting supplies (paint, brushes, smocks, tarps, trays, etc.)		\$5,000	Operating:		
Capital:			\$0	Capital:		
Total Expenditures			\$5,000	Total Expenditures		\$0
Fund Balance			\$0	Fund Balance		\$0
SUMMARY						
Grant Payments			\$20,000	Grant Payments		\$0
Total Expenditures			\$20,000	Total Expenditures		\$0
Fund Balance			\$0	Fund Balance		\$0

* Insert the estimated use of the H2 Payment when you submit your H2 Report, since it will be made after the H2 Report has been submitted.